



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
NORTHEAST REGION
One Blackburn Drive
Gloucester, MA 01930-2298

ATTENTION VESSEL PERMIT HOLDER:

During the 1998 and 1999 fishery permit years, the National Marine Fisheries Service (NMFS) Northeast Region Permit Office was **unable to process a total of 4,642 Federal Fisheries Vessel Permit Applications** when first submitted. In most cases, a letter requesting more information, or the entire permit application, had to be mailed back to the applicant. This caused significant delays in processing the effected permits and took much staff time during our busiest period.

To allow permit processing to take place in a timely and accurate manner, please carefully review your application and make sure it is not delayed for one of the following reasons.

THE TOP 7 REASONS THAT DELAYED THE PROCESSING OF VESSEL PERMITS:

1. Required monthly Vessel Trip Reports had not been submitted. Call the Data Center at (978) 281-9246 if you have questions regarding your reports.
2. Up-to-date Coast Guard Documentation was omitted, document was out of date, or expiration date on copy of renewal sticker could not be read.
3. Up-to-date vessel State Registration was omitted.
4. When submitting an application on behalf of a corporation, a list of the names and addresses of current officers and stockholders owning 25% or more of the shares of the corporation was omitted. This information must be submitted **every year**. Minutes from the Corporation Annual Meeting, listing the names and addresses of officers and stockholders, or a signed and dated letter from a Corporate Officer, listing the names and addresses of current officers and stockholders, is acceptable.
5. When submitting an application on behalf of a partnership, a list of the names and addresses of current partners was omitted. This information must be submitted **every year**. Minutes from a recent partnership meeting, listing the names and addresses of all partners, or a signed and dated letter from a representative of the partnership, listing the names and addresses of all current partners, is acceptable.
6. Correct fishery categories and gears were omitted.
7. Signature and date were omitted.

Please call the NMFS Permit Office at (978) 281-9370 if you have any questions.

